



DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055-0000

BUPERSINST 1650.12E  
CNIC (N913A)  
13 MAR 2008

BUPERS INSTRUCTION 1650.12E

From: Chief of Naval Personnel

Subj: NAVY COMMUNITY SERVICE OF THE YEAR AWARD PROGRAM (NCSP)

Ref: (a) OPNAVINST 5350.6C

Encl: (1) Navy Community Service Geographic Regional  
Coordinators  
(2) Submission Guidelines for Navy Community Service  
Award Nomination

1. Purpose. To provide eligibility criteria and nominating procedures for recognizing Navy commands that engage in exemplary voluntary community service activities. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1650.12D.

3. Background. Navy's Community Service Program (NCSP) established in reference (a) provides opportunities for Navy military and civilian employees to volunteer for meaningful command-sponsored community service projects. Through this program, Navy volunteers make a difference by strengthening education, preserving the environment, providing humanitarian assistance, and promoting anti-drug and healthy lifestyles.

4. Award Categories. NCSP Awards are based on the following six award categories:

a. USS BAINBRIDGE (CGN 25) Award for Overall Excellence. CNIC administers this award. This category is open to all commands regardless of size. Commands must submit a separate package consisting of a minimum of three Flagship categories to be considered and must be a finalist in the regional awards competition to be advanced to CNIC for Navy-wide consideration.

b. Personal Excellence Partnership Flagship. CNIC is the Flagship sponsor. Awards for small shore, medium shore, large

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shore, small sea, medium sea, large sea, small overseas, medium overseas, and large overseas.

c. Health, Safety, and Fitness Flagship. Naval Education and Training Command is the Flagship sponsor. Awards for small shore, medium shore, large shore, small sea, medium sea, large sea, small overseas, medium overseas, and large overseas.

d. Campaign Drug Free Flagship. Commander, Navy Reserve Forces Command is the Flagship sponsor. Awards for small shore, medium shore, large shore, small sea, medium sea, large sea, small overseas, medium overseas, and large overseas.

e. Project Good Neighbor Flagship. Chief of Navy Chaplains is the Flagship sponsor. Awards for small shore, medium shore, large shore, small sea, medium sea, large sea, small overseas, medium overseas, and large overseas.

f. Environmental Stewardship Flagship. DCNO Fleet Readiness and Logistics (N4) is the Flagship sponsor. Awards for small shore, medium shore, large shore, small sea, medium sea, large sea, small overseas, medium overseas, and large overseas.

g. Size categories

- (1) Small - fewer than 200 command personnel.
- (2) Medium - 200-499 command personnel.
- (3) Large - 500 or more command personnel.

h. The award period for all awards is from 1 July through 30 June annually.

i. All permanently assigned Navy military and civilian employees, to include Joint Service commands where Navy personnel are assigned, shall be counted when totaling numbers for command personnel. This will ensure an equitable count for determining size categories.

j. Awards recognize command-sponsored and approved activities only. These awards do not recognize individual or community activities outside the command's purview.

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k. Individual command organizations, such as Chief Petty Officer Associations and Officer Wardrooms are ineligible to compete for these awards unless they operate under the command's overall community outreach charter.

#### 5. Flagship Award Criteria

a. Personal Excellence Partnership Flagship. Recognizes the best educational partnership program between a Navy command and school or youth service organization.

b. Health, Safety, and Fitness Flagship. Recognizes the best project that teaches and encourages individuals to lead healthy, active lifestyles.

c. Campaign Drug Free Flagship. Recognizes the best program that reaches out to teach children about the dangers of drug abuse using the Navy Reserve Force specially prepared video tapes and presentation or other anti-drug programs such as Drug Education for Youth (DEFY) or Red Ribbon Campaign.

d. Project Good Neighbor Flagship. Recognizes the best year-round program or special project that encourages activities to provide humanitarian assistance to the less fortunate of the community.

e. Environmental Stewardship Flagship. Recognizes the best year-round volunteer supported program or special project that promotes education and good stewardship of environmental resources.

#### 6. Action

a. Commanding Officers (COs). Responsible for submitting a nomination package to their respective Geographic Regional Coordinator listed in enclosure (1) and per enclosure (2) no later than 31 July. This includes both Active and Reserve Navy commands. Overseas commands, not assigned regional coordinators, shall submit their award nominations to CNIC (N913A) by 31 July. Command nomination submissions shall not exceed 10 pages. A separate package shall be submitted for each award Flagship category or USS BAINBRIDGE (CGN 25) Award for Overall Excellence for a maximum of six packages. If submitting for the USS BAINBRIDGE award, commands

must have participated in a minimum of three Flagship categories to be considered.

b. Geographic Regional Coordinator. Responsible for submitting nominations for established awards to CNIC (N913A) by 30 September. Regional Coordinator endorsement shall be limited to one typewritten page. Regional Coordinators may designate sub regional commands to sponsor local award competitions in determining most qualified nominees for each award. All USS BAINBRIDGE (CGN 25) award packages shall be forwarded to CNIC for Navy-wide consideration.

c. Flagship Sponsor. Responsible for holding an awards board for each Flagship category. Each Flagship sponsor may select a total of nine Navy-wide winners. Additional winners may be selected in the case of ties. Each Flagship sponsor is responsible for announcing award winners via a Navy Administrative (NAVADMIN) message as well as forwarding a copy of award winner notification to the winner's Geographic Regional Coordinator and Immediate Superior in Command.

d. CNIC (N913A). Responsible for conducting the USS BAINBRIDGE (CGN 25) awards board. CNIC (N913A) shall announce the Navy-wide winner for the USS BAINBRIDGE (CGN 25) award via a NAVADMIN message.

7. Recognition. Navy Community Service Flagship Awards winners will be recognized through

a. award plaques from the respective Flagship sponsor to Navy-wide winners.

b. certificates from the respective Flagship sponsor to Navy-wide honorable mentions.

c. recognition by the respective Geographic Regional Coordinator for regional winners.

d. publicity through Navy media relations, "NAVY Volunteer!" magazine, and other appropriate media.

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8. Reports. The reporting requirement contained in paragraph 6 is exempt from reports control per SECNAV M-5210.1 of December 2005.



E. MASSO

Rear Admiral, U.S. Navy

Deputy Chief of Naval Personnel

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## NAVY COMMUNITY SERVICE GEOGRAPHIC REGIONAL COORDINATORS

<p>Commander, Navy Region, Southeast (Code N02NP2)  Attn: Southeast Regional Coordinator,  Navy Community Service  Naval Air Station Box 102  Jacksonville, FL 32212-0102  Ph: (904) 542-5380/DSN 942  Fax: (904) 542-0422  <b>Region: Southeast</b> - Alabama, Florida, Georgia, Louisiana, Mississippi, South Carolina, Texas, and Guantanamo Bay.</p>	<p>Commandant, Naval District Washington (N00I1)  Attn: Naval District Washington  Regional Coordinator, Navy Community Service  Naval District Washington Navy Yard  1343 Dahlgren Ave. SE  Building 1, Room 1012  Washington Navy Yard, DC 20374  Ph: (202) 433-6854/DSN 288  Fax: (202) 433-6278  <b>Region: Naval District Washington</b> - Maryland, Washington, D.C., and the Northern Virginia Counties of Arlington, Fairfax, Loudoun, Prince William, Fauquier, and the city of Alexandria</p>
<p>Commander,  U.S. Naval Forces Marianas (N53)  Attn: Guam Regional Coordinator, Navy Community Service  PSC 455 Box 152  FPO AP 96540-1000  Ph: (671) 339-5238/DSN 339  Fax: (671) 339-7034  <b>Region: Guam</b></p>	<p>Commander, Navy Region, Northwest  Attn: Northwest Regional Coordinator, Community Programs Dept  1100 Hunley Rd. Suite 214  Silverdale, WA 98315-1100  Ph: (360) 396-1631/DSN 744  Fax: (360) 396-7127  <b>Region: Northwest</b> - Alaska, Idaho, Montana, Oregon, Washington, and Wyoming</p>
<p>Commander, Navy Region, Southwest  Public Affairs Office  Attn: Southwest Regional Coordinator, Navy Community Service  937 N. Harbor Dr.  San Diego, CA 92132-0058  Ph: (619) 532-1430/DSN 522  Fax: (619) 532-4181  <b>Region: Southwest</b> - Arizona, California, Colorado, New Mexico, Nevada, and Utah</p>	<p>Commander, Naval Training Center, Training Dept.  Attn: Great Lakes Regional Coordinator, Navy Community Service  2205 Depot Drive Rm. 214  Great Lakes, IL 60088  Ph: (847) 688-2430/DSN 792  Fax: (847) 688-4945  <b>Region: Midwest</b> - Arkansas, Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Ohio, Oklahoma, Tennessee, and Wisconsin</p>

Enclosure (1)

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## NAVY COMMUNITY SERVICE GEOGRAPHIC REGIONAL COORDINATORS (CONT'D)

<p>Commander, Navy Region, Mid-Atlantic (N114A) Attn: Mid-Atlantic Regional Coordinator, Navy Community Service 1510 Gilbert St. Norfolk, VA 23511-2737 Ph: (757) 444-6482/DSN 564 Fax: (757) 444-5150 <b>Region: Mid-Atlantic</b> - Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, Vermont, Virginia (excluding northern VA counties assigned to NDW), and West Virginia</p>	<p>Commander, Naval Installations Command Navy Community Service Program Manager CNIC (N913A) 5720 Integrity Dr. Millington, TN 38055-6050 Ph: (901) 874-4270/DSN 882 Fax: (901) 874-2698 E-mail: <u>MILL(underscore)CommunityService@navy.mil</u> <b>Region: All overseas excluding Guam and Hawaii</b></p>
<p>Commander, Navy Region, Hawaii Attn: Hawaii Regional Coordinator, Navy Community Service 850 Ticonderoga Street Suite 100 Pearl Harbor HI 96860 Ph: (808) 474-1999 x6100/DSN 315 Fax: (808) 474-1997 <b>Region: Hawaii</b></p>	

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**SUBMISSION GUIDELINES FOR  
NAVY COMMUNITY SERVICE AWARD NOMINATION**

**Category:**        \_\_\_\_\_ Shore        \_\_\_\_\_ Sea        \_\_\_\_\_ Overseas  
**Command Size:**    \_\_\_\_\_ under 200    \_\_\_\_\_ 200-499    \_\_\_\_\_ 500 or more

**Community Service Flagship:**    ☐ Personal Excellence Partnerships  
   ☐ Health, Safety, and Fitness  
   ☐ Campaign Drug Free  
   ☐ Project Good Neighbor  
   ☐ Environmental Stewardship

**Name of command** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**E-mail Address** \_\_\_\_\_  
**Program Coordinator** \_\_\_\_\_  
**Phone (DSN/Commercial)** \_\_\_\_\_  
**Name of Commanding Officer/Commander** \_\_\_\_\_  
**Immediate Superior in Command (ISIC)** \_\_\_\_\_  
**Name of ISIC Commanding Officer/Commander** \_\_\_\_\_  
**ISIC Address** \_\_\_\_\_  
**School/Youth Organization or Community Service partner(s)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Audience served:**        \_\_\_\_\_ **Total number**  
**Youth served:**        \_\_\_\_\_ **Ages**        \_\_\_\_\_ **Grades**  
**(as applicable)**

**Command population**  
\_\_\_\_\_ **Military**        \_\_\_\_\_ **Civilian**        \_\_\_\_\_ **Percentage of command**  
   **involved**

\_\_\_\_\_ **# of volunteers**        \_\_\_\_\_ **# of volunteer hours**

\_\_\_\_\_ **average number of hours per volunteer per month**



**Awards received from the civilian community** \_\_\_\_\_

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On separate sheets, provide a summary and narrative statement.

**Summary.** Write a one-sentence statement highlighting the goals of the voluntary community service activity.

**Narrative statement.** The narrative statement describes your program, in as much detail as possible, using the guidelines below. Label each section accordingly. The narrative must be on 8-1/2" x 11" paper, single-sided, **double-spaced**, with a **five-page maximum**. Enclose two stapled copies. Up to five pages of supplemental materials such as letters, testimonials, news clippings, pamphlets, etc., may be added to support the nomination. Supplemental materials must be no larger than 8 1/2" x 11". Do not submit videotapes, display materials, films, or scrapbooks as they will not be considered in judging the nomination, and will not be returned.

**Section I - Priorities and Commitment.** What is the purpose of the program? What are its goals? How does the program address the needs of youths or the community? How does your community service program help your personnel reinforce and integrate Navy Core Values of Honor, Courage, and Commitment? How long has the program been active? Is it a one-time project or an ongoing activity? When did it occur (mention specific dates, time periods)? What other organizations are involved? How does it link with the recipient's plans for improvement? Describe the activities and level of command support and visibility of community service at the command -- release time, recognition, volunteer recruitment, and retention, value placed by the command on volunteering, etc. Are all divisions and departments involved?

**Section II - Program Administration.** How is the program managed? How were volunteers screened, oriented, and trained? Describe recruitment efforts, publicity, risk management, volunteer recognition, and involvement of volunteers in planning ongoing activities, goal-setting, etc. What ongoing procedures are used to monitor and evaluate the program to ensure continual improvement?

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**Section III - Action and Results.** How many non-Department of the Navy (DON) people directly benefit from this program? Be very specific in describing how the benefits occur. How do the volunteers gain leadership training? Is it an opportunity to experience and internalize actions that engender Navy Core Values of Honor, Courage, and Commitment? How many volunteers are involved? How much time (indicate the number of hours per week or month) do volunteers on average put into the program's efforts? (Include time spent in planning and organizing activities. Do not include travel to and from the volunteer site.) Describe the measurable results demonstrated by the program. Describe any other results.